

MANCHESTER BOARD OF EDUCATION
EMPLOYEE TRAVEL LOG FOR USE OF PRIVATE VEHICLE ON BOARD OF ED
BUSINESS

Instructions: You may submit this form immediately after expenses are incurred or accumulate expenses and submit on a bi-monthly or monthly basis. **Reimbursement for travel expenses must be made in the fiscal year of expense.** Send completed form to Accounts Payable for processing.

For the period of _____, 20 ____ through _____, 20 ____

EMPLOYEE NAME _____ VENDOR # _____

ACCOUNT NUMBER _____ SUPERVISOR _____
SIGNATURE _____

<i>Date</i>	<i>Location From</i>	<i>Location To</i>	<i>Purpose for Travel</i>	<i>Mileage</i>

***Effective January 1, 2016 the new mileage rate is \$.54**

Total Miles: _____ at \$____ per mile = \$_____

I certify that the above information is true and that it records only miles driven in private vehicle on essential Board of Ed business.

Signature

Date